

**Administrative - Internal Use Only** **OPERATIONS GROUP FILE**

1 August 1978

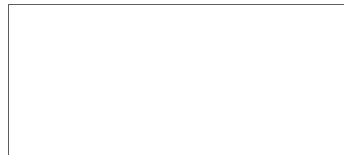
MEMORANDUM FOR: Director, FBIS

SUBJECT : Review of Copy Preparation

1. In light of management concern about the number of editors required for our manual preparation of the Daily Report, and the fact that automation is probably several years away, I propose that we contract with an outside expert to review our methods of copy preparation.

2. If you agree in principle, I will contact the dean of the Columbia Graduate School of Journalism to identify an outside expert, either from academia or professional journalism. I would discuss the problem with him and devise a contract for approval by higher authority. I would envisage that he would concentrate on the system of copy preparation, individual productivity, training techniques to improve copy-reading, quality control, and other related aspects.

3. I imagine such a study would take one individual three to four weeks. The cost would probably be absorbed in the FY-79 budget.



Chief, Operations Group

cc: C/E&PS  
C/DRD

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